

**MENOMONIE AIRPORT COMMISSION**  
**MARCH 24, 2011**

A regular meeting of the Menomonie Airport Commission was called to order at 7:30PM on Tuesday, March 24, 2011 at the Airport Terminal. Commission members present included Dan Johnson, Arvin Solsaa and Bruce M. Trimble. Also in attendance was Mayor Randy Knaack, City Administrator Lowell Prange, City Attorney Ken Schofield, Public Works Director Randy Eide, Airport Manager Time Ward, Larry Jess, Ron Riek, Gordy, Smith and Tim Olson.

The first order of business was to elect officers. A motion was made by Trimble, seconded by Solsaa, to designate Dan Johnson as the Airport Commission Chairman. Motion carried. The Commission elected to discuss the other officer positions (Vice Chairman and Secretary) at their next regularly scheduled meeting.

A motion was made by Trimble, seconded by Solsaa, to approve the February 15, 2011 minutes. Motion carried.

Chairman Johnson asked Commission Members, Mayor and City Staff to consider the possibility of opening up Commission Membership to include members with aviation experience that live outside the City. Currently membership on the Airport Commission is restricted to City residents only by City Ordinance. Schofield informed the Commission that the ordinance change would be required by the City Council and the Commission could make a formal recommendation or any Commission member or City resident could ask a Alderperson to make a change to the City Ordinance. After a brief discussion on the topic the Commission took no action at this time and will continue discussion at their April meeting.

Under public comments, Tim Olson expressed his concern regarding snow removal operations and priorities on the Airport and the notification process to aviators when the airport is closed due to weather or other reasons. Chairman Johnson stated the Commission will address these concerns during the Airport Manager's Report.

Attorney Schofield discussed the parameters and law associated with Wisconsin's Open Meeting Law. Chairman Johnson expressed a concern that there needs to be a way for the Airport Commission to inform the public on issues being addressed by the Commission and for Commission members to receive feedback from the public. Trimble also agreed that there needs to be a mechanism for the Commission to communicate with the public on items of interest related to the airport. After a good amount of discussion, city Administration agreed to have the City IT staff look at possible communication options for the Commission to include an interactive blog post or some other program for creating interaction with the public and not violate the Open meetings Law. City Staff will report back to the Commission at the April Meeting.

Trimble updated the Commission on the 2011 Fly-In plans and suggested switching focus of the Fly-In from a pilot focus to a non-pilot focus and turn the Fly-In into more of a fair atmosphere by bringing other clubs or organizations to the event. In general the Commission supported the new

direction and Larry Jess volunteered to assist Bruce Trimble to see if plans could be completed for the 2011 Fly-In.

The Pontiac Flying LLC request to base out of Menomonie Municipal Airport for Gypsy Moth spraying in support of a potential WI DNR contract was discussed. After discussion on safety and ramp space availability a motion was made Solsaa, seconded by Trimble, to approve the request by Pontiac Flying LLC after City Administration review of the Agreement. Motion carried.

Ward provided the Airport Manager's Report. The Commission endorsed the installation of a down-lit light and pole at the fuel dispenser after obtaining FAA permission on the height and location. Trimble brought up the need to better advertise that gas is available at the Airport. Chairman Johnson requested procedures be developed for closing the airport to include as a minimum: posting a NOTAM, updating the AWOS and turning off the navigational aids. Ward will develop an Airport Closure Checklist for the Commission to review. Snow removal priorities will be discussed at the April meeting.

The Chairman's report included a formal thank-you to the service of Bob Willow and Jeff Overby.

A motion was made by Solsaa, seconded by Trimble, to adjourn. Motion carried. Next scheduled meeting is April 19<sup>th</sup>, 2011, at 7:30 PM at the Airport Terminal.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'R.D.E.', with a stylized flourish at the end.

Randy D. Eide,  
Recording Secretary